



PERMIT SUBMITTAL CHECKLIST

SCREEN ENCLOSURE

Contractor Registration

• All Contractors must be registered and up-to-date to pull permits. Owner Builders refer to Additional Requirements.

Initial Deposit

• 1% of the contract value is due upfront with a minimum of \$100.00 for the first \$500 of the contract. Remaining balance is due upon issuance.

Sub Trade Applications

• All subcontractor applications are due prior to permit issuance.

REQUIRED FORMS

- | | | | |
|---|---|---|--|
| <input type="checkbox"/> Submittal Form | <input type="checkbox"/> Building Application | <input type="checkbox"/> Zoning Application | <input type="checkbox"/> Authorized Agent Form |
|---|---|---|--|

If screen enclosure is within 5 feet of pool edge it must be in accordance with NEC 680.26.

CONTRACTOR / OWNER BUILDER REQUIRED DOCUMENTS

- | | | | |
|--|---------------------------------------|--|---|
| <input type="checkbox"/> Contract | <input type="checkbox"/> Plans | <input type="checkbox"/> Survey/Site plan | <input type="checkbox"/> Architect/Engineer seal |
|--|---------------------------------------|--|---|

ADDITIONAL SUBMITTAL REQUIREMENTS



- [Notice of Commencement \(NOC\)](#)

A certified NOC is required on Building permits with a value greater than \$2,500 and Mechanical AC Changeout Permits greater than \$7,500.

OWNER BUILDER REQUIREMENTS

- | |
|--|
| <input type="checkbox"/> Owner Builder Affidavit |
| <input type="checkbox"/> Estimate of Costs |



Applying Online?

- [Applicant User Guide](#)
- [Naming Convention](#)



Submit Application